

Studio 6 Ballroom Event Rental Policies & Agreement

By reserving and renting a Studio 6 Ballroom, I understand that:

As a renter, I am receiving use of Studio 6 Ballroom(S6B) for the agreed upon time which will be limited to the rental time that has been reserved and paid for, I agree to have all participants out of Studio 6 Ballroom by the end of that time.

Cleanup and exiting of guests must start no later than 20min before end of rental. A walkthrough by Studio 6 Ballroom personal will be done once renter is ready. Walkthrough takes about 5mins and can only be done once all guests have left, music off, lights have been turned on so please plan ahead. Time ends when last person has left the space and signed post event document with studio management and door is able to be locked.

_____I understand that (S6B) closes at 12:00am. **Any time beyond 12:00am will be charged double the hourly rate.**

_____I must not act in a manner that is the (S6B) sole discretion, does or is likely to adversely affect the peaceful operation of the premises. I will not use the premises for illegal purposes or in any manner that could tarnish the reputation of the Venue Provider or their premises. I will not tamper with, borrow, or remove any property kept on the premises. I will not cause or permit any hazardous substance to be used, stored, generated, released or disposed of on or in the premises.

_____I understand that Studio 6 Ballroom is a Non Smoking venue. We have instructors and students that are highly allergic to smoke. There is absolutely **NO SMOKING on the premises**, this includes the alcove in front of building. If guests need to smoke they can go around to the side of building in ally.

_____I understand that I must maintain my rental area and the common areas of the premises in a neat, clean and in a sanitary condition. I will be held solely responsible for the agreed upon rental area, including any common areas. I will be held accountable for any injury or damages sustained during the duration of the rental and occupancy on the premises. I will be held liable for any guest, invitee, or visitor actions on the premises. Shoes that will scuff or damage floor are not allowed. (Heels with a nail exposed or show that leave black marks)

_____Any signs, symbols, or other objects displayed on the premises must be approved by (S6B), and must be removed immediately following the duration the reservation. There will be an affiliate of (S6B) present if there are any questions about policies and/or info on the studio.

_____I understand that (S6B) **only rents to private closed events**, tickets sold at door violate the private closed event policy will result in termination of the event and forfeit of moneys paid. If there is any alcohol involved I will be reasonable for getting all the necessary permits and having it posted, having guest list signed and complying with Washington State Law and Liquor Control Board regulations.

_____It is my responsibility to my guests from touching the mirrors. If there is damage done (ext. broken mirror, large scratches in floor) I will be required to pay the costs to repair the damage. If for whatever reason a mirror needs to be replaced due to damages done, there will be an \$1,000 dollar per mirror charge to replace the mirror/s. I am welcome to bring my own food, caterers, and decorations; however decorations and how they are hung must be cleared by studio management. I understand that I can use a DJ, however, (S6B) will not allow an event that plays more than 50% hip hop music, failure to comply will result in termination of the event and forfeit of moneys paid. The space is rented as is. The art on the wall, front desk area, lounge seating will be left as is, unless otherwise approved my (S6B). (S6B) wants to make this event as enjoyable as we can, but this is still a place of business and must be treated as such. If there are any questions contact the studio management.

_____I understand floor safety is paramount, and to that end that no gum is allowed at (S6B), I will not use glitter or confetti for decoration, or any other item or substance that could create unsafe surface.

_____I understand and agree that instructors or anyone affiliated with (S6B), its owner or landlord will not be held liable for illness or injury, damage or theft, occurring at (S6B). I understand that the while the professionals are affiliated with (S6B) all our dance professional are independent business owners. (S6B) has the right to refuse service and terminate this agreement at any time. I understand that if at any time anyone is disrespectful to either the dance professional, other students, the Studio it's self or anyone else at (S6B) I as well as my party will be asked to leave and any moneys paid will be forfeit. I certify and declare under penalty of perjury under the laws of the State of Washington that the foregoing is

Studio 6 Ballroom Event Rental Polices & Agreement

true and correct. I am assuming full liability for damage to studio and injury of by any and all personal associated with this event.

Renter Print: _____ Sign: _____ Date _____

Rent of Studio 6 Ballroom will be for _____ on ____/____/20____ for the hours of _____ am/pm until _____ am/pm for **\$499.00** first 3 hours and **\$99** per hr thereafter. **Rent includes tables & chairs over \$100 rental value, clean up after event, and 30 min set up help.** Set up will be allowed to start no sooner than hours of rental. **There will be an additional charge of \$25 every 1/4 hr after time agreed upon time(double if after midnight).** A **non-refundable** down payment of 1/2 of the cost of the event rental costs will be paid to reserve the space and the remaining amount must be paid 1 week before start of the event, at which point the full cost of the event becomes no refundable. Setup will not be allowed before rental is paid in full and damage deposit is collected. A provided credit card will be used night of the event and \$200 damage deposit will be charged for space rental, to cover any damages, cleaning, time needed beyond the agreed upon amount, trash removal, thefts to business in and around the same building as Studio 6 Ballroom as a result of the event. Once studio management has completed cleaning of space(within 72hr of event) and found no damages deposit will be refunded to card. **All trash will be removed by the renters;** any trash left for the studio will be charged a **\$10 per bag** removal fee. **\$10 per Mirror,** cleaning fee will be charged for each mirror that there is visible residue. For any damage done renter will be charged all cost of repair to include, but not limited to cost of replacement and cost of labor. Credit Card will be charged for any damages or extra cost that exceeds the damage deposit. After event both the studio personal and renter must sign put time the studio closed down.

Approximant Attendance: _____ Non Refundable Down payment of: \$ _____ Cash/Check/Card

Main Contact: _____ Email: _____ Phone: _____

Backup Contact: _____ Email: _____ Phone: _____

Renter (Print) _____ (Sign) _____ Date _____

Event Rental Add On Options:

\$100.00 - 30min Dance Lesson \$10.00 - 5 Gallon Water Jug \$25 per hr up to \$100 for event

Dance Lessons Add On Options must be paid in advance and is **non-refundable** (unless dance instructor is unable to make event)

Total Cost of Add On Options \$ _____ Total Cost of Event: _____

Received 2nd Half of Payment _____ Cash / Check / Booker Date _____

Post event Sign Out:

Any Additional costs and comments:

Studio 6 Ballroom Event Rental Polices & Agreement

Time Cleared Out: _____ AM/PM

Personal Reasonable Use of the Space _____ Date _____

Post Event Walk Through

Bathroom

Toilets working

Trash emptied

Back Hall

No major stains on carpet

Curtains Not Ripped/ Damaged

Lounge

Couches/ Pillows in tacked

No stains on Curtains

No Broken Fixtures/light props all still there

Main Floor

No Major Scratches

No excessive Glitter/confetti

Mirrors untouched

Check Autumnns for damage

Main Desk

Mic Undamaged

Curtains un damaged (both sets)

No Gum in Rug